

Prod 12-3-1

CENTRAL INTELLIGENCE AGENCY

Washington 25, D.C.

10 January 1958

MEMORANDUM FOR: Members of Chapter IX Subcommittee

SUBJECT: Minutes of Chapter IX Subcommittee Meeting, 3 January 1958

1. A meeting of the Chapter IX Subcommittee was held on 3 January 1958, primarily for the purpose of discussing plans for the preparation of the "trial run" of the Chapter I Annuals, NIS 14, Poland, which is scheduled for completion by 1 February. The following were in attendance:

Mr. Arthur Cavanagh, ACIC  
Mr. Alvin Munn, ACIS  
Mr. Richard Mills, AWS  
Miss Mary Sensing, USNHO Charts  
Mr. William Meyers, USNHO Oceanography  
[redacted] CIA (Chairman) 25X1A9a  
[redacted] CIA

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2. A brief background on the development of the Chapter I Annuals program was given by the Chairman and by [redacted] who had attended the Annuals Conferences held at CBI on 27 November and 13 December.

3. Methods of preparation and presentation of the Section 19 portion of the NIS 14 Annual were discussed. The Chairman requested that all contributions be forwarded to D/CG, CIA, on or before 17 January to allow ample time for coordination and for developing a uniform method of presentation. He also requested that the number of man hours spent by each contributor in the preparation of this Annual be forwarded to him with the contribution.

4. The Chairman announced that the cutoff date of research for the NIS 14 Annual is 1 January 1958.

5. It was agreed that notification that no significant changes have occurred might be by telephone, but that any changes should be submitted in writing. The Chairman requested that each contributor insure that statements in the published Section 19 requiring change be clearly identified.

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6. Because of the additional time required for the preparation of the Chapter I Annual for NIS 14, it was decided that the Chapter IX Subcommittee meeting tentatively scheduled for mid-January for the discussion of Chapter IX of NIS 20<sup>th</sup> should be postponed until 7 February at 9:30 A.M. The outlines to be prepared for review by the various contributors therefore need not be exchanged before the end of the second week of January.

7. The Chairman distributed copies of a memorandum giving the most recent FY 1959 Chapter I schedule and the dates contributions to Section 19 are due to D/CG. 25X1A9a

  
NIS Chapter IX Coordinator V